

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAJS-J1-SP

21 October 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-52 – Expires 5 November 2009

1. The Military Department is accepting applications for the State Active Duty position indicated below. The selected applicant will be provided an initial appointment of a minimum of six months which provides for full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. *The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed 0-4.* This vacancy announcement will expire on 5 November 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | J33 Current Operations Chief (0-4) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 December 2009 |
| d. SELECTING SUPERVISOR: | Director, Plans, Operations and Security |

3. Basic qualification requirements are:

- a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of 0-3 through 0-5 may apply.
- b. Education/Experience: Possess a Bachelor Degree of Art/Bachelor Degree of Science from an accredited college or university. Completion of military education and civilian requirements commensurate with the grade of the applicant. **Attach documentation to support this requirement.**
- c. Must be able to pass both state and federal background checks and possess, or be able to obtain, a minimum "Secret" level security clearance.
- d. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.
- e. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

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4. Desirable qualifications include:

- a. Demonstrate proficiency in military operations with a thorough knowledge of federal and state emergency response procedures and requirements.
- b. Possess excellent written and verbal communication skills and have the ability to effectively communicate with individuals at all levels, both civilian and military.
- c. Possess strong supervisory and management skills and have the ability to make timely, well considered decisions.
- d. Possess strong problem-solving skills and have the ability to exercise independent judgment and initiative.
- e. Have a thorough knowledge of the CNG organizational structure and capabilities.
- f. Possess a detailed knowledge in statewide emergency response activities with a strong understanding of SEMS and ICS.
- g. Possess three-years continuous experience in the management and planning of Wing/Brigade level, or higher, operations with experience in the coordination and execution of military support operations.
- h. Experience in Geospatial software and other information sharing systems.

5. Principal duty functions:

Works under the direct supervision of the Director, Plans, Operations and Security (J3) and is responsible to the development of planning objectives, resource requirements, and other factors relative to the CNG response to assigned and potential Civil Support operations during emergencies and disasters. Incumbent must demonstrate strong organizational, planning, coordination, and supervisory skills from broad mission guidance and minimal day-to-day direct supervision.

- a. Supervises and manages all aspects of current Civil Support operations functions and activities for the Department.
- b. Maintains in a 24/7 environment situational awareness, reporting procedures, and processes for the CNG.
- c. Directs all activities of personnel performing operations in the section and Joint Operations Center.
- d. Prepares work schedules and assigns duties to operations personnel to ensure efficient operation of the section.
- e. Develops policies and procedures for the Joint Operations Center in order to maintain the Common Operating Picture and facilitate Command and Control of forces during Civil Support Operations.
- f. Executes programs and develops budget recommendations to ensure resource availability for operational requirements.
- g. Plans and conducts exercises to evaluate and enhance operational readiness and command and control.
- h. Establishes procedures and monitors implementation of programs, policies, and plans. Coordinates and synchronizes operational procedures with DoD services, allied forces, and civil authorities to ensure effective interoperability and support to civil authorities.
- i. Directs employee training to improve efficiency and ensure conformance with standard procedures and practices.
- j. Interviews, selects and hires new employees.
- k. Prepares, reviews and disseminates operational reports, Request for Information and Request for Actions.

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6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses **will not** be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-J1-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 5 November 2009. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (21 Oct 09)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached verification of your military and civilian educational certificates?	